

YADKIN COUNTY BOARD OF COMMISSIONERS REGULAR SESSION MINUTES

Monday, December 21, 2015

The Board of Commissioners of the County of Yadkin, State of North Carolina, met in Regular Session in the Commissioners' Meeting Room of the Yadkin County Human Resources Building located at 217 East Willow Street, Yadkinville, NC on December 21, 2015 at 7:00pm.

Present were:

Chairman Kevin Austin
Vice Chairman David Moxley
Commissioner Gilbert Hemric
Commissioner Marion Welborn
Commissioner Frank Zachary

Staff present: County Attorney, Ed Powell; County Manager, Lisa Hughes; and Clerk to the Board, Tanya Gentry.

INVOCATION given by Chairman Austin.

CALL TO ORDER by Chairman Austin at 7:01pm.

PLEDGE OF ALLEGIANCE led by Chairman Austin.

ADJUSTMENTS TO/ADOPTION OF THE AGENDA

Commissioner Zachary made a motion to adopt the Agenda as presented. Vice Chairman Moxley second.

Vote: 5/0.

PUBLIC COMMENTS

There were no speakers. Chairman Austin closed the Public Comments at 7:04pm.

APPROVAL OF MINUTES

The December 1, 2015 Joint Session Minutes and the December 7, 2015 Regular and Closed Session Minutes were reviewed. On the Joint Session Minutes the address for West Yadkin Elementary School needs to be corrected and megatronics needs to be changed to mechatronics. **Commissioner Welborn made a motion to approve all three sets of minutes with the noted changes. Commissioner Hemric second.**
Vote: 5/0.

REPORTS/REQUESTS OF THE BOARD

There were no reports to the Board.

CONSENT AGENDA

Commissioner Zachary made a motion to approve the Consent Agenda items as presented. Vice Chairman Moxley second.

Vote: 5/0.

The Consent Agenda items that were approved by the Board are as follows:

Fire Marshal/KNOX Boxes Budget Amendment

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Non Departmental - Contingency	1059000-58500	32,236	(6,600)	25,636
Fire Marshal - Equipment	1054340-52023	0	6,600	6,600

Transfer of funds needed to purchase KNOX boxes and the associated mounting equipment needed for the County fire departments.

Budget Amendment and Revised County Funding Allocation for JCPC

Additional funds have been allocated to the JCPC for Administrative Services and for Project Challenge. The County is required to provide \$67.00 of matching funds to Project Challenge. The Board reviewed the revised JCPC County Funding Plan. The following budget amendment is needed to allocate the additional funds:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
DJJDPC-JCPC - JCPC	1045235-42201	111,153	2,952	114,105
DJJDPC-JCPC - Project Challenge	1055235-51600	45,641	402	46,043
DJJDPC-JCPC - Admin Services	1055235-51660	4,946	2,617	7,563
Non Departmental - Contingency	1059000-58500	32,236	(67)	32,169

The Board approved the revised JCPC County Funding Plan and the budget amendment.

Tax Adjustments & Refunds for November 2015

The Tax Office submitted the tax adjustments and refunds for the month of November for the Board of Commissioners to review and approve. The Board approved the presented adjustments and refunds for the month of November 2015.

Membership Agreement for Enrollment in NC 811, Inc

North Carolina 811 is a non-profit organization that will provide the County with underground utility locating services. The County will be charged \$0.83 per call. Effective July 1, 2016, that rate will drop to \$0.80 per call. The Board approved the membership agreement for enrollment in NC 811, Inc. and authorized the County Manager to sign it.

Revised Spay and Neuter Program Policy

The State has made changes to the eligibility requirements that must be met in order to participate in the Spay and Neuter Program. The County's Spay and Neuter Program Policy has been revised to reflect the changes made by the State. The Board adopted the revised Spay and Neuter Program Policy as presented.

Change Animal Control Supervisor Classification to Animal Shelter Manager & Reclassify Position #606003 to Animal Shelter Manager

The Animal Shelter has been separated from Animal Control for over a year now and the new structure has been working very well. The Shelter has two full-time Animal Service Technicians and one full-time Lead Animal Services Technician. Jason Roels has served as the Lead Animal Services Technician since December 16, 2014. Human Services requested the Board promote him to Animal Shelter Manager. The Animal Control Supervisor position classification will need to be changed to Animal Shelter Manager and his position will need to be reclassified. The Board approved changing the Animal Control Supervisor classification to Animal Shelter Manager and the reclassifying of position #606003 from Lead Animal Services Technician, Pay Grade 64, to Animal Shelter Manager, Pay Grade 67.

Exempt Yadkin County Schools from the Yadkin County Rapid Entry Key System Ordinance

The Rapid Entry Key System Ordinance the Board adopted on December 7, 2015 focuses on fire departments having access to buildings that have fire alarm systems and/or sprinkler systems. NCGS 115C-105.53 requires the School Systems to provide law enforcement agencies with emergency access to school buildings. The Yadkin County School System has previously purchased KNOX Boxes for each of their schools. They provided secure keys to the Boxes to the local law enforcement agencies and the fire departments. With their focus primarily being on providing law enforcement with access to their buildings and the County's sole purpose being to provide fire departments with access to buildings, the Board was asked to exempt the Yadkin County School System from the Ordinance. The Board exempted the Yadkin County School System from compliance with, and participation in, the Yadkin County Rapid Entry Key System Ordinance and Program.

Commissioner Assignments to Committees/Boards

Each year the Commissioners are appointed to serve on various Committees/Boards. It was proposed that each of the Commissioners continue to serve on the same Committees/Boards in 2016 that they served on in

2015. The Board approved the proposed Committee and Board Assignments for Commissioners for Calendar year 2016 as presented.

PUBLIC HEARING/ACTION TO SET PUBLIC HEARING

There were no public hearings or actions to set a public hearing.

BOARD ACTION

Create Temporary NCDMV Registration Clerk Position & Approve Budget Amendment

The License Plate Agency that was located in Mocksville in Davie County has closed and the number of people visiting the Yadkin County License Plate Agency (LPA) has increased greatly. There are times that staff has to work late to see everyone who was in line by 4:30pm because the lines are so long. The Tax Office would like to hire a temporary NCDMV Registration Clerk. The funds needed to pay for the position would come from revenue generated by the LPA, not from tax dollars. The following budget amendment is needed to transfer the necessary funds:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
LPA Revenue – Service Fees	1044147-44115	60,000	13,435	73,435
LPA Expense – Salary	1054147-51010	60,285	12,480	72,765
LPA Expense – Social Security	1054147-51300	3,740	775	4,515
LPA Expense – Medicare	1054147-51310	875	180	1,055

Commissioner Zachary made a motion to create a temporary NCDMV Registration Clerk position within the License Plate Agency at a Pay Grade of 60, salary range of \$24,845 - \$37,268 and approve the related budget amendment. Commissioner Welborn second.

Vote: 5/0.

Select Schnabel Engineering to Perform Deep Creek Watershed Dam Assessments

Assessments of the watershed high risk dams located in Yadkin County have to done. The Soil & Water Department was awarded a \$160,000.00 reimbursable grant to pay for these necessary assessment services. A RFQ was prepared and sent out. The RFQ was also advertised in the Yadkin Ripple and placed on the County website. Responses were received from S&ME, Hazen Sawyer, Schnabel Engineering, Blue Ridge Environmental, and AECOM. Each of the responses was reviewed and the most qualified firm was determined to be Schnabel Engineering. The Board was asked to select Schnabel Engineering to conduct the assessments and to authorize Jason Walker, the Soil & Water Director, to negotiate a contract with them. The resulting contract will be presented to the Board for approval. **Vice Chairman Moxley made a motion to approve Schnabel Engineering as the most qualified firm to perform the Deep Creek Watershed Dam Assessments and to instruct the Soil & Water Director to enter negotiations with Schnabel Engineering to perform the dam assessments. Commissioner Hemric second.**

Vote: 5/0.

CALENDAR NOTES

- 1) December 22, 2015 – Employee Christmas Dinner from 11:00am – 2:00pm at Yadkinville United Methodist Church.
- 2) December 23 – 25, 2015 – County Offices Closed for Christmas.
- 3) January 1, 2016 – County Offices Closed for New Year's Day.

MANAGER'S REPORTS/BOARD ACTION

New Atlantic Change Order Requests

County Manager Hughes went over two Change Order Requests New Atlantic submitted for the Yadkin County Agricultural and Educational Building project. Change Order Request No. 011R3 is for additional reinforcing steel (rebar) for the masonry at the control joints. This Change Order will not result in any additional cost to the County. Change Order Request No. 022 is for them to provide and install conduit and junction boxes for nine (9) additional data outlets, as requested by the County. This Change Order will result in an additional cost to the County of \$731.00. Some additional Change Order Requests will be coming to the Board at future meetings. One of those future Change Orders has to do with the server rooms on the second floor not having HVAC to keep the rooms cool enough for the equipment. Another future Change

Order has to do with the ceiling on the second floor being below the tops of the windows. **Commissioner Hemric made a motion to approve New Atlantic Change Requests #011R3 and #022 as submitted. Commissioner Zachary second.**

Vote: 5/0.

Performance Increase

The Personnel Policy includes annual performance based merit increases that are effective the second payroll in January. The FY2016 Budget the Board adopted includes the funds needed for the merit increases. The evaluations have been completed and the average score this year was 86. The Sheriff's Office and Tax Office personnel are not included in the proposed merit increases at this time because those two departments are undergoing a Classification and Pay Plan Study. Once the Study is completed, the increases for those two departments can be considered. The Study should be completed in mid to late January. The Board reviewed information on the proposed increases. **Commissioner Welborn made a motion to approve the performance based merit increases as presented. Vice Chairman Moxley second.**

Vote: 5/0

PTRCOG/Single Family Rehab Grant

Yadkin County is eligible for the next Single Family Rehab Grant cycle. Michael Blair, with the Piedmont Triad Regional Council of Governments (PTRCOG), has contacted the County about the Grant. The PTRCOG will submit the application and administer the Grant. They are doing the same thing for some other counties also. Yadkin County will not have to contribute any funds and no County staff members will be involved with submitting the application or administering the grant. The PTRCOG will be 100% responsible for everything having to do with the Grant. The only thing they have asked Yadkin County for is a letter of support. The Board discussed it and they were fine with doing that.

DOT

County Manager Hughes and Michael Poston received an email from the DOT. The email is in regards to project development starting on the replacement of two bridges in Yadkin County. One of the bridges is located down by Donnaha on NC 67. The other bridge is on Business 21 and goes over I-77. That bridge being out for replacement will impact some businesses near the area and EMS. County Manager Hughes will speak with Keith Vestal about the impact it will have on EMS. She has to provide the DOT with feedback by January 15, 2016. She will ask the DOT for more information on the projects and find out how long they expect the bridges to be out of commission.

Financial Summary Sheet

County Manager Hughes gave the Board a financial summary sheet that the Finance Officer, Gary Groce, had prepared. She reviewed some of the information with the Board.

MANAGER'S BUDGET AMENDMENTS & CONTRACTS / NO ACTION REQUIRED

Cross Central Software Contract

The Cross Central Software license and support agreement is for software that EMS uses to import fire reports.

Cummins Atlantic Contract

Cummins Atlantic will perform required testing on the generator at the Hospital.

Hoffman & Hoffman Contract

The humidifier for the operating room at the Hospital is not currently working. Hoffman & Hoffman will work with Brady Trane on the controls for the humidifier.

Yadkinville United Methodist Church Contract

The Yadkinville United Methodist Church Facility Use contract is for the County to be able to use one of their rooms and a kitchen for the employee Christmas luncheon on December 22, 2015.

BOARD VACANCIES/APPOINTMENTS

Human Services Advisory Committee

There is a vacancy for a dentist on the Human Services Advisory Committee.

Joint Nursing Home and Adult Care Home Community Advisory Committee

There is a vacancy on the Committee.

Northwestern Regional Library Board of Trustees

Vice Chairman Moxley has spoken with John Hedrick, the Director of the Northwestern Regional Library, about the requested appointment. The recommendation is to reappoint Jack Loudermilk so he can continue serving on the Board. **Vice Chairman Moxley made a motion to reappoint Jack Loudermilk to the Northwestern Regional Library Board of Trustees. Commissioner Zachary second.**

Vote: 5/0.

Northwest Piedmont RPO Technical Coordinating Committee

The County needs to appoint someone to serve as a voting member on the Northwest Piedmont RPO Technical Coordinating Committee. The person who was serving as the voting member for Yadkin County has resigned. County Manager Hughes recommended that Dawn Vallieres be appointed to the Committee. **Commissioner Welborn made a motion to appoint Dawn Vallieres as the voting member from Yadkin County to the Northwest Piedmont Rural Planning Organization (RPO) Technical Coordinating Committee (TCC). Commissioner Hemric second.**

Vote: 5/0.

COMMISSIONER COMMENTS

Vice Chairman Moxley welcomed those in attendance. He attended Commissioner Welborn's birthday party Friday night. One of the highlights of the party for him was seeing all of the photos of the Welborn family through the years. It was a joy to see those.

Commissioner Hemric welcomed everyone who came tonight. He also attended Commissioner Welborn's birthday party. He enjoyed it very much.

Commissioner Welborn thanked everyone for coming tonight. He said it is a bad time of the year for a birthday because everyone is so busy with the holidays that it makes it hard to plan anything. It worked out well this year. He hates to lose Michael Poston. He wished him good luck in his new position.

Commissioner Zachary thanked everybody for being here tonight. He wished Michael Poston the best. Michael Poston did a really job for the County and Commissioner Zachary appreciated the time he spent working here. He has been pleased with the Planning Department's work. He wished everyone a Merry Christmas.

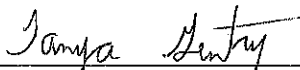
Chairman Austin thanked the Board and the staff for all their work. He is looking forward to tomorrow's employee Christmas lunch. He really enjoys it. It is a highlight of the year for him. He wished everyone a Merry Christmas and a Happy New Year.

Chairman Austin made a motion to go into Closed Session pursuant to NCGS 143-318.11(a) (1)(3)(4)(5)(6) to discuss Personnel Matters and to Protect Personnel Information that is Confidential under NCGS 153A-98, and to discuss the potential Location or Expansion of Industries or other Businesses in the County, to Establish the County's Negotiating Position for Acquiring Real Property and to Instruct the County Staff on that Position, and to have a Privileged Consultation with our County Attorney. Commissioner Zachary second.

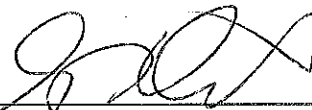
Vote: 5/0.

After a motion to come out of Closed Session was made and the Board was in **Open Session**, **Commissioner Welborn made a motion to adjourn. Commissioner Zachary second.**

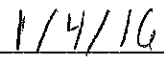
Vote: 5/0.



Prepared by Tanya Gentry
Clerk to the Board



Kevin Austin, Chairman
Yadkin County Board of Commissioners



Date approved by the
Yadkin County Board of Commissioners